LIGHTHOUSE CHRISTIAN SCHOOL
STUDENT ICT ACCEPTABLE USE POLICY

This policy applies to Secondary Students who are allocated a Lighthouse-owned laptop or iPad (the "device") for take-home use during the school year.

1. PRIVACY, COPYRIGHT, USER RIGHTS

Students must certify that all content stored on the device is compliant with copyright laws and regulations. All content, including but not limited to photos, videos and music, must remain appropriate as deemed by Lighthouse Christian School at all times. Lighthouse Christian School retains the right to review the content of any device registered under this agreement.

2. ACCESS TO INTERNET

Students will be accessing the internet through the Lighthouse Christian School network. When the device is at school all internet usage is monitored and logged. The school may block student access to the Lighthouse Christian School network and/or to the internet when policy breaches occur.

The intent of the school is to ensure the best security and reliability for students.

3. USER NAME AND PASSWORD SECURITY

Students must maintain security of their allocated usernames and keep the passwords safe. They must not share passwords with other students but must reveal their usernames and/or passwords to teachers when required.

4. CHARGING

Students who are allocated Lighthouse owned devices are expected to charge their devices overnight at home. There will not be any facilities provided at school for charging devices nor will there be any devices at school for lending to students who forgot to bring or to fully charge their device. Any chargers brought to school will be confiscated for the duration of the school day. Some students with laptops may be required to bring their charger to school under specific circumstances as directed by their teacher.

5. CARE AND BREAKAGES

Students are responsible for the care of school devices. Devices that are broken or fail to work properly must be returned to the Lighthouse Christian School Tech Services to be repaired as soon as possible. Any breakages will be assessed and liability will be negotiated between the respective parties.
Note:
* Student devices remain the property of Lighthouse Christian School and should be treated with respect and care
* Students must not attempt to load any software to change functionality or bypass the security or management systems
* Use a microfibre cloth for cleaning the screen, do not apply any cleaning liquids
* Do not write on or mark any part of the device with writing implements

- Do not damage, add or remove any stickers from the laptop
- Do not scratch, deface, personalise or decorate the device
- Devices must be kept in their protective shell cases at all times
- Do not walk around with laptop lids or iPad cases open
- Insert cables and adaptors carefully to prevent damage
- Always transport the device safely in it's protective case when walking between classes
- Year 7 to year 9 students are only permitted to operate their iPads outside the classroom before and after school and during breaks in designated areas as directed by a teacher
- Macbooks are provided with both a protective hard shell case and a soft zip up sleeve. The hard shell should never be removed and the device should always be kept sleeved while transporting and storing the device during the school day. Students may provide their own substitute sleeve or laptop bag in place of the one provided by the school
- Students must take care to prevent damage due to crushing or dropping when transporting their devices to and from home
- Macbooks are particulary subject to damage by liquid spills. Do not expose devices to any form of liquid. Do not place drinks in the immediate vicinity while using a school device.

6. STUDENT CLOUD STORAGE AND EMAIL ACCOUNTS

Students are required to have and regularly check their school email account. School email is provided for educational use only and no other email provider will be used for school communication with students. All emails going to and from student email accounts are logged and accessible by teachers.

Students are provided cloud-based file storage via Microsoft OneDrive. All important school work documents should be stored in OneDrive, not on the device's internal storage. Devices are not backed up. OneDrive is provided for school use only and must not be used to store any non-school related data such as games, movies or music. Students are responsible for backing up all their important data. All OneDrive and email data may be subject to deletion at the end of the school year.

Email and Onedrive accounts are disabled on the last school day of the year in December. Any important data or email must be retireved before that day to avoid permanent loss.

7. SOFTWARE APPLICATIONS

Lighthouse Christian School provides mobile device management for all student devices. All required software will be automatically installed and updated on student devices without any need for students to manually install or update any software. Students will not be given administration rights to enable them to install software of their choice. Students must not attempt to install any software of their choice.

8. USE OF CAMERA, HEADPHONES AND EARPHONES

Lighthouse Christian School requires students to bring their own headphones for use in class. Students who prefer to use in-ear "ear buds" must not share them with other students.

The camera built into iPads and Macbooks will not be made available for student use except for specific circumstances for fulfilling school coursework.

9. GAMES AND MUSIC

While at school, student devices are a learning tool and educational device not an entertainment device. Devices are not to be used for playing games, music or videos during school times, including free study periods and breaks unless specifically directed to do so by a teacher. Use of devices must not disrupt study of any student during school time.

10. USE OF DEVICES AT HOME

Students are encouraged to use their device at home for educational purposes, to complete homework and study. Students may connect to their home internet connection but should be aware that school internet filters are only active when connected directly at school. All home use of the device is at the parents discretion and responsibility.

Connection to home printers is permissible however it is not possible for students to install new printer drivers due to user restrictions. Please contact the school IT helpdesk if additional printer drivers are required. Connection of other peripheral devices other than USB storage devices is not supported.

11. STORAGE OF DEVICES WHILE AT SCHOOL

Students are expected to be responsible for the care and security of their device at all times. Devices must be safely secured in classrooms or lockers at all times when not in the personal possession of students. At no time are devices to be left unattended, including between classes, during breaks, during sport or before or after school. When devices are stored in lockers the locker must be securely locked with the lock provided.

12. PRINTING AND PHOTOCOPYING POLICY

Students are permitted to use school printers only for school work and only as permitted by teachers. Students are not permitted to print in colour and may only print to the printers designated for student use. The school reserves the right to limit student access to printing to prevent excessive use of resources.

Students are not permitted to use photocopiers unless specifically directed to do so by teachers.

13. TECHNICAL SUPPORT

The IT helpdesk (located in the Eagle Centre) is manned between the hours of 8:30-3:00 on school days for parents and students to seek technical support for student IT matters. Any technical support required during school hours including lunch breaks will be provided to students only on instruction from a teacher to avoid interruptions to class time. Students will not be offered a replacement device if their allocated device has been left at home or runs out of charge. There is no facility to charge devices at school. Support is available for network and email login problems and activities related to using School-owned student devices only. Unfortunately it is not possible for Lighthouse Christian School to provide any technical support for technical issues relating to accessing School facilities (e.g. TASS student portal, student email or OneDrive) from privately owned home computers or mobile devices other than the provision of basic instructions.

14. DIGITAL CITIZENSHIP

Lighthouse Christian School aims to prepare students for life in the world and eternity by providing Biblical principles through an excellent education in a distinctly Christian environment. Students are expected to uphold the values of Lighthouse Christian School in all aspects of their schooling; Respect for God, Respect for Self and Respect for Others. With the privilege of using a device at Lighthouse Christian School comes the responsibility to use the technology in a manner that is in keeping with these values.

STUDENTS ARE EXPECTED TO UPHOLD THE FOLLOWING AFFIRMATIONS

As a student, I will, in my actions and behaviour demonstrate:

Respect for God

- I am God's creation. I will conduct myself, treat others and use technology in a manner that celebrates His creation. 1 Timothy 4:12 states, "Let no man despise thy youth; but be thou an example of the believer, in word, in conversation, in charity, in spirit, in faith, in purity."

Respect for Self

- I will leave a positive digital footprint
- I will be honest and trustworthy
- I will think of consequences before I communicate
- I will use appropriate language
- I will keep my personal details private
- I will protect my password(s)
- I will seek the support of a trusted adult who I know personally if I experience problems or feel uncomfortable online
- I will use the tools available to me for learning
- I will keep my device updated and charged so that it is ready for use at school
- I will securely store my device
- I will keep up-to-date with information sent to me.

15. RESPONSIBLE AND ACCEPTABLE USE

- Devices are not a replacement for paper textbooks or writing materials. All other school materials will be brought to class
- Ensure the device has free space available to perform the required learning tasks in class
- Devices are to be put away and stored safely during all breaks, before and after school while on school grounds
- **DEVICES MUST NOT BE LEFT IN LOCKERS OVERNIGHT**
- During class time, devices are to be used as the teacher directs and in the manner the teacher specifies
- Report all technical issues, loss or damage to IT Helpdesk staff for resolution.
- Always place device on a stable surface and carry it with care
- Offer the device for checking by Lighthouse Christian School staff/teachers when required

- Obey school rules concerning behaviour and communication that apply to device and internet use
- Store all school work in OneDrive
- Report (screenshot) any emails or social media activities containing inappropriate or abusive language or questionable subject matter to School Administration
- Devices that are stolen must be reported immediately to Administration and may require a statement to the Police department
- Devices must not be left in unsupervised areas
- Students are responsible for ALL damage to their iPad/device but not limited to broken or cracked/damaged screens or a damaged chassis, inoperability, etc. **If a student damages another students iPad, they will be completely responsible for the damages and repair/replacement costs**
- Significant issues in relation to iPad/devices use may lead to the student iPad/device being confiscated by the Principal

16. UNACCEPTABLE USE

- Removal of protective covers or labels from the device
- Playing games while at school
- Listening to music or watching videos other than when specifically directed to do so
- Messaging software, chatrooms or social media while at school
- Posting photos of staff or students in school uniform or containing other features identifying the school on social media
- Accessing or sharing of offensive, profane, threatening, pornographic, obscene or sexually explicit materials
- Spamming other users
- Using the school's internet or email accounts for financial or commercial gain or for an illegal activity
- Engaging or participating in credit card fraud, electronic forgery, ID theft or other forms of illegal behaviour
- Vandalising other student's iPads/laptops or school equipment
- Attempting to bypass the school filtering system via any means

Consequences for unacceptable use will be in accordance with the "Behaviour Management Policy and Procedures." They may include the loss of computer use and privileges, loss of network access or more serve consequences. The Principle will be the final arbiter of consequences issued.